

**STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
DIVISION OF WATER QUALITY  
BUREAU OF NONPOINT POLLUTION CONTROL**

**CHECKLIST OF INFORMATION REQUIRED FOR TREATMENT WORKS APPROVAL  
(TWA) APPLICATIONS FOR INDIVIDUAL SUBSURFACE SEWAGE DISPOSAL  
SYSTEMS**

**REQUIREMENTS FOR ADMINISTRATIVE COMPLETENESS**

- [ ] 1) One (1) original and one (1) copy of a fully executed Treatment Works Approval Permit Application Form (TWA-1), signed and sealed by a Licensed Professional Engineer.
- [ ] 2) One (1) original and one (1) copy of a fully executed Engineer's Report for Individual Subsurface Sewage Disposal Systems Form (DWQ-006A), last revised 12/96, with section 10 signed and sealed by a Licensed Professional Engineer, section 11 endorsed by the administrative authority and attached sheets explaining the aspects of the system which do not conform to the standards and the proposed systems ability to adequately treat and dispose of sanitary sewage.
- [ ] 3) Project Review Fee, payable to: Treasurer, State of New Jersey, Environmental Services Fund (for calculation see attached fee schedule). The minimum project review fee for treatment works approval applications is \$850.00.
- [ ] 4) A breakdown of the Construction Cost Estimate for all items related to the construction of the proposed treatment works.
- [ ] 5) Two (2) sets of Final Engineering Plans and Construction Specifications signed, sealed and dated by a New Jersey Licensed Professional Engineer. Plans are to include profiles and standard details for all system components.
- [ ] 6) Copy of appropriate USGS Topographic Quadrangle Map with site location delineated.
- [ ] 7) Copy of appropriate USDA Soil Survey Report Map with site location delineated.
- [ ] 8) Two (2) fully executed copies of all applicable Standard Forms for Submissions of Soils/Engineering Data, which are located in Appendix B of the Standards for Individual Subsurface Sewage Disposal Systems, N.J.A.C. 7:9A signed and sealed by a Licensed Professional Engineer. Local health department forms may be substituted provided all the required information is submitted.

- [ ] 9) Copies of *signed* Domestic Return Receipts of Public Notification from the following agencies:

[ ] a) Municipal Planning Board

[ ] b) Municipal Environmental Commission

Note: If the municipality does not have an Environmental Commission, a receipt from the County Environmental Commission must be obtained.

- [ ] 10) Two (2) copies of Pinelands Commission Approval for projects located within the jurisdiction of the Pinelands Commission. If applicable, applications must include either a Notice of Filing, a Certificate of Compliance, a Certificate of Filing, a Development Approval, or a written statement from the Pinelands Commission that no approval is required.

Please submit applications to:

New Jersey Department of Environmental Protection  
Division of Water Quality  
Bureau of Nonpoint Pollution Control  
CN-029  
401 East State Street, 3<sup>rd</sup> Floor East Wing  
Trenton, New Jersey 08625-0029  
Attention – Eleanor Krukowski, Supervisor